

N O T I C E

There is a job vacancy in the **BAY COUNTY CLERK'S OFFICE.**

JOB TITLE: **TYPIST CLERK III**

RATE OF PAY: \$13.09 per hour entry, progressing to
\$15.46 per hour after 2 years (TU06)

Full-time position with benefits as provided for within the USW full-time labor agreement, Local 15157, although union membership is voluntary. In accordance with the Agreement between the County and Local 15157, U.S.W., preference may be given to qualified County employee applicants.

GENERAL SUMMARY: Experienced in office systems and departmental procedures, performs routine, complex and semi-complex clerical tasks requiring understanding of departmental activities and exercise of judgment. Activities are usually under general supervision with close supervision on new assignment.

TYPICAL DUTIES:

1. Fully proficient as a typist, sets up and types a wide variety of materials such as legal documents, statements, tax rolls, financial summaries, record cards, enrollments, tables and general correspondence. Types from records, rough draft and transcription tape.
2. Provides counter assistance, receiving materials, issuing standardized documents and licenses, collecting fees or taxes, and providing complex customer service information in accordance with defined operating procedure.
3. Sorts, time stamps, indexes and files departmental materials such as pending cases, property descriptions and index cards.
4. Serves as receptionist, greeting visitors, setting appointments, interviewing for standardized background information, referring callers to appropriate source and issuing information from records providing interpretation as to procedure.
5. Conducts look-ups, searches and verifications from departmental records for interested public, other departments and preparation of reports.
6. Updates enrollment, mailing, client service and case status records as needed.
7. Depending upon department assigned will:
 - a. Set up legal files including defined data.
 - b. Calculate interest and late charges, receive and record fees and charges. Balances small to medium accounts.
 - c. Prepare property descriptions and cross check numbers and general data for accuracy.
 - d. Microfilm records, splicing and filing in a prescribed fashion.
 - e. Completes case closing activities, records case progress and change and arranges for computer processing.
 - f. Serves as secretary to small boards taking notes and preparing summary minutes.
8. Capable of learning campaign finance laws.
9. Waits on counter 65% of the day and answers telephone, issues and records certified copies.
10. Prepares marriage license and gun permits with accuracy.
11. Retrieves data from various vaults and climb ladders to retrieve material.
12. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: High school graduate or GED required. Related clerical work experience required. Typing skill level will be at least 60 WPM (corrected). With or without reasonable accommodation, this position requires sitting, being mobile, bending, and standing for significant periods of time, and the ability to move objects according to the following weight and frequency: generally up to 20 to 50 pounds of force from one percent to 33 percent of the time. Applicants may be required to take written and/or other examinations.

Make application online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than **4:00 p.m. Monday, January 4, 2016.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."